

Construction Advisory

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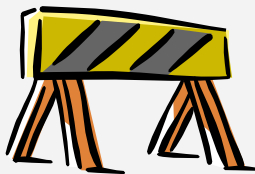
Index: Contracts, Subcontracts

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Construction Advisory should
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BJO:SE

Subcontracting Process

This construction advisory serves as a reminder of the steps to follow for the current subcontracting process, which was revised in June of 2004 and implemented under BOH-IM 2004-15 (available at http://www.michigan.gov/mdot/0,1607,7-151-9622_11044_20469---00.html). The following streamlines the process:

- The contractors are required to submit the subcontract cover page and line items to the engineer responsible for administration of the contract, prior to the start of the work associated with the subcontract. MDOT no longer approves subcontracts.
- The managing office must fax a copy of the subcontract cover page to the Contract Services Division for data entry. The fax number is 517-241-1454.
- Contractors are still required to submit the "DBE blue sheets" to MDOT, Contract Services Division, for review and approval as part of the award process.
- Contractors can download Subcontract Form 1302 from the Contractor Services Center Web site (http://www.michigan.gov/mdot/0,1607,7-151-9625_21539---00.html).
- The Contract Services Division will perform periodic reviews to verify the contractors have complied with subcontracting requirements.
- The contractors are required to certify that they have met all subcontracting requirements and to itemize the dollar amount paid, or that will ultimately be paid, for each subcontract on Form 1386, *Post Certification of Subcontract Compliance*. The contractor must submit the completed form 1386 to the engineer at the managing construction office before the final estimate can be processed.
- The engineer of record will work with their local agencies to assure the subcontracting process is implemented for the local federal aid program projects under their jurisdiction, and that copies of the cover

sheets for all subcontracts are faxed to the Contract Services Division.

- All other subcontracting requirements have not changed.

The following steps can be taken to confirm that subcontracts have been received and processed by the Contract Services Division:

1. Go to MDOT's Web site at www.michigan.gov/mdot.
2. Click on "Construction Contract" Inquiry under Quick Links.
3. On the Construction Contract Inquiry Web site, select "Subcontracts".
4. Enter the contract or project number information in the "Enter Contract or Project Number" box, then click "OK". This brings up a list of subcontracts the Contract Services Division has for that contract or project number.

If the subcontract information is missing or incomplete, use the contact information on the Web page to determine why the information is not shown.